

Technology Trust Fund

FY23 TTF BUDGET MANUAL

Compensation Board & Circuit Court Clerks

Table of Contents

FY23 TTF FAQ	i
Purpose Codes and Description Codes	vi

Part A FY23 TTF Budget Request Process

Screen 1	VITA Network	1
Screen 2	COIN Logon ID and Password	2
Screen 3	COIN Last System Access	3
Screen 4	COIN Main Menu	4
Screen 5	FY23 Technology Trust Fund Budget Request Introduction	5
Screen 6	FY23 TTF Budget Request Main Menu	6
Screen 7	Option 1: FY22 TTF Progress Survey (unavailable FY23)	8
Screen 8	Option 2: Certification for Secure Remote Access to Land Records	9
Screen 9	Option 3: VITA Certification for Clerks Currently Providing SRA to Land Records	11
Screen 10	Option 4: Election to FY23 \$4 Budget Request	13
Screen 11	Option 5: \$4 Budget Request for Equipment and Services	15
Screen 12	Option 6: Certification for \$4 Budget Request	18
Screen 13	Option 7: \$1 Fund Budget Request for Equipment and Services	20
Screen 14	Option 8: Certification for \$1 Fund Budget Request	23
Screen 15	Option 9: Submit FY23 TTF Budget Request	24
Screen 16	FY23 \$4 and \$1 Fund Budget Request Totals	25

Table of Contents

Part B Code of Virginia

§ 17.1-276	Fee allowed for providing remote access to certain records.	vii
§ 17.1-279	Additional fee to be assessed by circuit court clerks for information technology.	viii
§ 17.1-292	Applicability; definitions.	x
§ 17.1-293	Posting and availability of certain information on the Internet; prohibitions.	xi
§ 17.1-294	Secure remote access to land records.	xii
§ 17.1-295	Definitions.	xiii

Appendix

FY23 TTF Budget Request (Options 2-9 on the TTF Main Menu)	xv
FY23 TTF Redaction Request Form	xx

Frequently Asked Questions

Do I need to review the FY23 TTF Budget Manual to successfully complete the budget process? You may be able to complete the budget process without any help at all; however, the budget manual has been developed to answer almost any question you may have and we recommend reviewing the manual to assist you in completing your budget request before contacting Compensation Board staff for assistance.

Do I need to contact my technology vendor prior to completing the TTF budget request process in August? Prior to completing the budget request process in August, Clerks need to obtain from their technology vendor an estimate or breakdown of their technology needs for the current fiscal year. This information is vital in preparing a TTF budget.

Can I see my \$4 available funding before I start the budget process? Yes, you access the Compensation Board website at <http://www.scb.virginia.gov> under the tab Land Records Technology for FY23 TTF \$4 Available Funds. In June 2022, an estimate of the FY23 TTF \$4 available funding was provided and is located on the Compensation Board website under the tab Constitutional Officers Budgets and Salaries / FY23 Budget Estimates / choose locality and select Clerks Technology Trust Fund Revenue Estimates.

Do I need to print my TTF screens? You may print the FY23 screens for your own records should that be helpful for you later. However, **it would also be helpful to re-print the FY22 Budget Request screens prior** to entering requests in FY23. Changes may have been made to the FY22 Budget Request screen you printed last year by Compensation Board Staff during the approval process. By printing FY22 Approved Budget Request screens prior to entering your FY23 Budget Requests you may avoid questions regarding your request later and possibly the same questions asked last year.

What does it mean when I certify “Yes” to providing secure remote access (SRA) to land records? Indicating YES to SRA to land records means that ALL of the following is TRUE:

- ✓ The Clerk’s technology vendor has established a **website or system** in compliance with the security standards established by the Virginia Information Technologies Agency (VITA) for the purpose of providing SRA to land records’ images;
- ✓ The Clerk has established a process whereby the public (non-governmental entity or individual) may **register for subscription** to the SRA to land records, and if approved by the Clerk, sign a subscription agreement, may pay a subscription fee and receive a security password(s) for remote access to electronic land records;
- ✓ The Clerk **has accepted / is willing to accept** public subscribers to SRA to land records; and
- ✓ The Clerk has made the **public aware** of the availability of SRA to land records (as appropriate).

How do I create line items in my TTF \$4 budget? Required fields for a \$4 request are:

- **SEL** – The SEL field allows 1 character.
 - **A** to add a new line item;
 - **U** to update a line item that has already been entered; or
 - **D** to delete a line item that has already been entered.
- **Vendor** – Enter your locality, Supreme Court or private vendor to indicate the provider of the requested equipment or services. The Vendor field allows 20 characters.

Frequently Asked Questions

- **Line Item Description** – Line item descriptions should be specific and concise. Duplicate line item descriptions are not allowed. The Line Item Description field allows 20 characters.
- **Description Code** – The Description Code field allows 2 characters.
 - **B** for back scanning or conversion services;
 - **E** for equipment and/or software;
 - **MR** for maintenance of records system;
 - **MS** for maintenance of Secure Remote Access;
 - **R** for redaction services; or
 - **O** for other / miscellaneous services.
- **Purpose Code** – The Purpose Code field allows 1 character.
 - **L** for land records requests or
 - **N** for areas of the court not related to land records.
- **Total Cost** – Enter a total cost for each line item request. The Total Cost field allows 11 characters.

Am I eligible to request money from the \$1 Fund budget during the TTF August budget period? Clerks may request money from the \$1 Fund (Option 7) provided their \$4 available funding is fully budgeted AND **no** Purpose Code N request was made from \$4 money. Clerks who have zero \$4 available funding or low levels of \$4 available funding have priority for approval from the \$1 Fund. At the September Board meeting, the Compensation Board will consider all requests for \$1 Fund monies on a case-by-case basis for consistency with Code requirements. **Required fields for a \$1 Fund budget are EXACTLY the same as those for a \$4 budget with these exceptions:**

- **Description Code O** (for other / miscellaneous services) **is not available** from the \$1 Fund.
- **Purpose Code N** (for areas of the court not related to land records) **is not available** from the \$1 Fund.

Can I request TTF money for redaction services? Clerks may request \$4 or \$1 Fund money to purchase back file or day forward redaction services from a vendor. All redaction requests require additional documentation: **1) quote from the Clerk's redaction vendor AND 2) Redaction Form** (located at the end of the Appendix in the FY23 Budget Request Manual, or at www.scb.virginia.gov under the tab Land Records Technology). See the FAQ below for the information that must be included on the vendor quote and redaction form. Fax or Email the quote and form to the Compensation Board, to the attention of Joan Bailey (joan.bailey@scb.virginia.gov) or FAX (804) 371-0235. **Requests for redaction services will NOT be considered if unaccompanied by the information outlined below.**

Frequently Asked Questions

What information does the Compensation Board require to approve a redaction request? The Compensation Board requires the following information on the redaction quote from the vendor AND the Redaction Form (see above FAQ). These recommendations come from *Methods for the Redaction of Social Security Numbers from Electronic Land Record Documents Report* (October 2006) by the VITA Redaction Workgroup.

1. **Back File or Day Forward Redaction.**
2. **Type of Redaction.** The recommended redaction method is the OCR (Optical Character Recognition) software plus one manual review by a trained technician who provides a quality control measure (OCR + 1X). Other types of redaction include a software-only purchase and software plus a double manual review (OCR + 2X).
3. **Cost per Image.** The maximum cost of OCR + 1X method of redaction is 4 cents or less per image. The same cost applies to day-forward redaction services.
4. **Total Cost.** The total cost for all types of images.
5. **Type of Image.** Types of land records' images include deeds / deeds of trust, wills / fiduciary, judgments / liens, financing statements, and plats / maps (Purpose Code L). Images dealing with areas of the court not related to land records include marriage licenses and civil / criminal court cases (Purpose Code N).
6. **Number for each Type of Image.** The number of images expected to be redacted for each type of image (5) listed above. If applicable, the number of Purpose Code N images expected to be redacted.
7. **Span of Years for each Type of Image.** Back-file redaction covers the period of January 1935 to the present. Day forward redaction may include the current fiscal year or one or more years in the future.
8. **Accuracy Rate.** The Workgroup recommended at least a 95% accuracy rate or greater for the OCR + 1X redaction method.
9. **Manual Review.** Ask your vendor if the manual review (+ 1X) applies only to the images flagged by the OCR software or if every image is reviewed by the human eye.

Your technology vendor has the above information. This information must be provided to the Compensation Board in the form of redaction quote and FY23 Redaction Form. Redaction requests are not considered valid unless accompanied by the above information. Note that if the request for back file or day forward redaction represents a future period, it is acceptable for the number of images to be estimated based upon a reasonable review of historical annual activity.

Additional charges for training, installation, and maintenance must be incorporated into the 4 cents or less per image cost. Redaction line item requests in TTF budgets, because they require additional information, should not be intermingled with other TTF equipment and/or services requests. Redaction funding may not be used for any other purpose.

Frequently Asked Questions

Can I request TTF money for areas of my court not related to land records? Pursuant to 17.1-279 B, *Code of Virginia*, Clerks may request \$4 money for areas of their court other than land records (Purpose Code N requests). Pursuant to the Code of Virginia, the Compensation Board may not approve Purpose Code N requests from the \$1 Fund. **If the Compensation Board approves a Purpose Code N request from \$4 money, NO \$1 Fund requests from the Clerk will be considered for the remainder of the fiscal year.**

Does the Compensation Board require a RFP process / multiple bids from TTF vendors? The Compensation Board does not involve itself with the locality's RFP / bidding process for purchased goods and services. In dealing with TTF vendors, Clerks must follow their specific locality's procurement guidelines and comply with State law.

Does TTF pay for personnel in the Clerk's office? As directed in § 17.1-279 B, *Code of Virginia*, funds may not be used for personnel costs within the Circuit Court Clerks' offices. TTF cannot fund staff to ease workload conditions in either the land records area or areas of the Clerk's office not related to land records. TTF may reimburse a vendor for services such as back scanning court records because it is directly related to the stated purpose of TTF: automation and technology improvements for SRA to land records. The vendor must be someone other than the Clerk's office and the employee must have clearly defined work hours that relate directly to the TTF purpose; however, a vendor may be the locality if the locality is providing such TTF services to the Clerk's office.

In September, what will the Compensation Board consider in approving the FY23 TTF budget requests? The *Code of Virginia* set the deadline for providing SRA to land records on or before July 1, 2008. In approving TTF budgets, the Compensation Board will be looking for line items that show a Clerk's ongoing commitment to providing SRA to land records and the accompanying equipment, services and maintenance costs associated with SRA. Clerks who do not submit a certification for providing SRA to land records (Option 2 on the TTF Main Menu in COIN) will receive no allocation from TTF.

Can I get help if I am having technical problems completing my TTF budget? Email Joan Bailey at Joan.Bailey@scb.virginia.gov or Bill Fussell at William.Fussell@scb.virginia.gov if you are experiencing technical problems and are unable to complete your TTF budget. Attempt to complete your TTF budget as early in the month of August as possible. The final week of August is extremely busy for Compensation Board staff involved in the TTF budget process.

When is the last possible date to complete my FY23 TTF budget in COIN? Midnight, August 31, 2022 is the deadline, but do not wait until the last week of August to begin the TTF budget process. If you have problems, you will get timelier customer service in the first half of August than in the second half.

When do I receive my TTF funds? TTF is a **REIMBURSEMENT** system and therefore no different than your monthly office expenses reimbursement process. The *Code of Virginia*, § 15.2-1636.13, provides: 1) the local governing body must first appropriate all funds for expenditure, 2) the expense is incurred, 3) the locality pays the expenditure and 4) reimbursement is requested from the Commonwealth, in that order. TTF does not prepay technology expenses. **On a monthly basis, TTF reimbursement may not exceed 50% of the budgeted amount or the total available cash, whichever is greater.** On the reimbursement screen each month COIN will show the TTF \$4 available cash. \$4 available cash is the prior-year unbudgeted and unexpended cash plus the current year-to-date cash collections. Upon making a reimbursement request in COIN, the Clerk must certify the same statement as for all other office expenditures: that expenditures listed are those actually incurred in the conduct of official business of the Clerk of the court and that invoices covering these expenditures have been submitted to locality for payment. The locality representative must also certify that expenditures have been verified and approved for payment. Contact Joan Bailey at Joan.Bailey@scb.virginia.gov for questions involving TTF reimbursement.

Do \$4 and \$1 Fund monies carry over from one fiscal year to the next? FY23 \$4 cash collections that exceed reimbursements will carry over to FY24. Unbudgeted and unexpended \$4 cash will carry over. Line item descriptions will not carry over from year to year. Clerks must create a new TTF budget with new line items every August. **Unexpended \$1 Fund monies will not carry over**, as \$1 Fund allocations are dependent upon the level of current-year incoming collections and budgeted amounts based on projected collections cannot be guaranteed.

Frequently Asked Questions

What if I decide to change my TTF budget mid-year? If your TTF budget needs a mid-year change, consult the FY23 TTF Mid-Year Docket / Non-Docket Request Packet on the Compensation Board website located at <http://www.scb.virginia.gov> under the tab Land Records Technology. You must determine whether your mid-year change requires docket action or is a non-docket request. Contact Joan Bailey if you have questions about mid-year TTF budget changes. The Compensation Board does not guarantee access to unbudgeted \$4 funds mid-year. Decisions regarding mid-year access to unbudgeted \$4 monies are made on a case-by-case basis. Contact Joan Bailey for questions regarding a mid-year docket or non-docket request at Joan.Bailey@scb.virginia.gov.

What is the deadline for FY23 Mid-Year Docket / Non-Docket Requests? FY23 TTF Docket requests (asking for additional \$4 funds) and Non-Docket requests (transferring funds between budget line items or changing the vendor name / item description) must be submitted to the Compensation Board for approval by the Executive Secretary not later than May 15, 2023. Contact Joan Bailey for questions regarding a mid-year docket or non-docket request at Joan.Bailey@scb.virginia.gov or William.Fussell@scb.virginia.gov.

What is the deadline for TTF Reimbursement in FY23? The May Payroll / Expense Reimbursement Period in the first week of June, 2023. Contact Joan Bailey at Joan.Bailey@scb.virginia.gov or Bill Fussell at William.Fussell@scb.virginia.gov for questions involving TTF reimbursement.

Purpose Codes and Description Codes

Two Purpose Codes (L and N) are available to budget for \$4 equipment and services; Purpose Code N is NOT available to budget from the \$1 Fund:

L = land records

N = areas of the court not related to land records (not available in \$1 Fund budgeting)

§ 17.1-279, Section B, Code of Virginia

BI Developing and updating individual land records **automation plans** for individual circuit court clerks' offices;

Description Codes

B Back scanning or conversion services

E Equipment (hardware and software)

MR Maintenance services for records management system

MS Maintenance services for secure remote access

R Redaction services for social security numbers

O Other miscellaneous services (not available in \$1 Fund budgeting)

PART A ~ FY23 TTF Budget

Screen 1

VITA Network

VIRGINIA INFORMATION TECHNOLOGIES AGENCY
COMMONWEALTH NETWORK

NOTICE AND WARNING: THIS SYSTEM IS THE PROPERTY OF THE COMMONWEALTH OF VIRGINIA AND MAY CONTAIN U.S. GOVERNMENT INFORMATION. BY ACCESSING AND USING THIS COMPUTER SYSTEM, YOU ARE CONSENTING TO SYSTEM MONITORING FOR LAW ENFORCEMENT AND OTHER PURPOSES. ALL ACTIVITY ON THIS SYSTEM IS MONITORED CONTINUOUSLY. EVIDENCE OF UNAUTHORIZED ACCESS, UNAUTHORIZED USE, MISUSE, OR ABUSE OF THIS SYSTEM OR THE INFORMATION CONTAINED IN THIS SYSTEM SHALL BE PROMPTLY REPORTED TO APPROPRIATE AGENCY MANAGEMENT, SECURITY PERSONNEL, AND FEDERAL, STATE, AND LOCAL LAW ENFORCEMENT OFFICIALS FOR INVESTIGATION AND CRIMINAL PROSECUTION. YOU WILL ALSO BE SUBJECT TO ALL CRIMINAL AND CIVIL PENALTIES ALLOWED BY THE LAW.

ENTER : cipb_

VITA Network → Logon to the Virginia Information Technologies Agency (VITA) network using one of three methods:

VITA Mainframe via locality networks;

- Compensation Board web site Restricted Access; or
- VITA access via Supreme Court of Virginia (Clerks only).

For more instructions regarding logon to COIN see the Compensation Board web site at

http://www.scb.virginia.gov/coininformation/coin_production_instructions.pdf.

Screens from the Blue Zone are shown in this manual.

**COIN
Production
Region**

→ Enter the four-letter code, **CIPB** to logon to the COIN Production Region.

Do NOT use logon **CIDC**, the Test region.

Continue

→ Press **ENTER** to continue the logon process.

Screen 2

COIN Logon ID and Password

For questions about TTF Budgeting, contact Joan Bailey at Joan.Bailey@scb.virginia.gov

PART A ~ FY23 TTF Budget

```
SYSTEM: CIPB          PERATON (MDC FACILITY) ...IN CLARKSVILLE, VA.  
CICS PB SYSTEM SECURED BY CA-ACF2/CICS  
TERMINAL: 0720  
NODE: TC1B1323  
  
DAY: THURSDAY  
  
SYSTEM DATE: JULY 28, 2022  
SYSTEM TIME: 04:44 PM  
  
LOGONID: ===> _  
PASSWORD: ===>  
  
NEW PASSWORD: ===>  
(enter twice) ===>
```

CICS - CIPB (SYSTEM SIGNON/SIGNOFF FACILITY)

COIN Logon ID → Enter your **Logon ID**, an alpha-numeric code supplied by the Compensation Board. The first three characters of your ID are letters of the alphabet.

This is a required field.

COIN Password → Enter your **password**. If your password has expired, contact the Compensation Board to reset your password at (804) 786-0786. If you have a logon supplied by your locality and not the Compensation Board, then you must contact your locality's security officer to reset your password.

This is a required field.

Continue → Press **ENTER** to continue the logon process.

Screen 3 COIN Last System Access

PART A ~ FY23 TTF Budget

main_

ACF01134 YOUR PASSWORD WILL EXPIRE ON 08/04/22
ACFAE139 CICS 0720 Signon OK: User=SCB01 NAME=BILL FUSSELL

***COIN Main
Menu***

→ Enter the four-letter code **main** as the last system access to the COIN Main Menu.

Continue

→ Press **ENTER** to continue the logon process.

For questions about TTF Budgeting, contact Joan Bailey at Joan.Bailey@scb.virginia.gov

PART A ~ FY23 TTF Budget

Screen 4

COIN Main Menu

MAIN-A

COIN MAIN MENU

07/28/2022 16:48

V.05062016 LOC: 000 OFF: 000 COMPENSATION BOARD - STAFF

- | | |
|---------------------------------------|----------------------|
| 1. SYSTEM MAINTENANCE | A. ASSIST CUSTOMER |
| 2. BUDGET REQUEST PROCESSING | |
| 3. REIMBURSEMENT PROCESSING | |
| 4. PERSONNEL PROCESSING | |
| 5. REPORTS | |
| 6. INQUIRY | |
| 7. TTF BUDGET REQUEST | TTF FISCAL YEAR ____ |
| 8. UPDATE LOCALITY/OFFICE INFORMATION | |

OPTION: _

BROADCAST MESSAGES:

01/21/2011

***** IMPORTANT NOTICE *****
EFFECTIVE 11/20 WHEN YOU CHANGE YOUR PASSWORD YOU WILL NOT BE ABLE TO
USE BACK-TO-BACK REPEATING CHARACTERS IN YOUR PASSWORD.
FOR EXAMPLE, MONKEY11 (REPEATING 11) OR FALL2011 (REPEATING LL AND 11)
WILL NO LONGER BE VALID.

TTF Budget Request

→ On the COIN Main Menu, Enter **7** to choose the TTF Budget Request.

TTF Fiscal Year

→ **FY 2023 is the default fiscal year** on the TTF Budget Request Main Menu.
You may view a previous fiscal year by changing the supplied year.

Continue

→ Press **ENTER** to continue to the TTF Budget Request Main Menu.

PART A ~ FY23 TTF Budget

Screen 5

FY23 Technology Trust Fund (TTF) Budget Request Introduction

MC1M COIN TTF PROCESSING 2022-07-28 16:50
V.06082012 LOC: 007 OFF: 773 AMELIA COUNTY

FY23 TECHNOLOGY TRUST FUND (TTF) BUDGET REQUEST INTRODUCTION

TTF MONEY IS AVAILABLE FOR SPECIFIC PURPOSES ONLY. THE CODE OF VIRGINIA RESTRICTS THE USE OF \$4 AND \$1 MONIES.

TTF IS A LINE ITEM BUDGET REQUEST PROCESS. BUDGET REQUESTS IN AUGUST MUST BE ENTERED INTO THE COIN SYSTEM BY LINE ITEM IN WHOLE DOLLARS ONLY.

TTF BUDGETING REQUIRES CERTIFICATIONS. THE CODE OF VIRGINIA REQUIRES CERTIFICATION OF SECURE REMOTE ACCESS TO LAND RECORDS, COMPLIANCE WITH VITA SECURITY STANDARDS, AND THE VIRGINIA PUBLIC PROCUREMENT ACT.

TTF IS A REIMBURSEMENT SYSTEM. TTF REIMBURSEMENT REQUESTS MAY BE MADE BY LINE ITEM IN DOLLARS AND CENTS FROM OCTOBER THROUGH JUNE, DURING THE MONTHLY REIMBURSEMENT PERIOD IN COIN. TTF DOES NOT PREPAY TECHNOLOGY EXPENDITURES.

F3=EXIT

F12=MAIN

ENTER=TTF BUDGET PROCESSING

TTF

→ Please review the FY23 TTF Request Introduction screen prior to TTF budgeting:

Introduction

TTF MONEY IS AVAILABLE FOR SPECIFIC PURPOSES ONLY. THE CODE OF VIRGINIA RESTRICTS THE USE OF \$4 AND \$1 MONIES. TTF was established to finance automation and technology improvements in the Clerk's office in order to provide secure remote access (SRA) to land records.

TTF IS A LINE ITEM BUDGET REQUEST PROCESS. BUDGET REQUESTS IN AUGUST MUST BE ENTERED INTO THE COIN SYSTEM BY LINE ITEM IN WHOLE DOLLARS. Required fields for \$4 and \$1 Fund budgeting are: SEL, Vendor Name, Item Description, Description Code, Purpose Code, and Total Cost.

TTF BUDGETING REQUIRES CERTIFICATIONS. THE CODE OF VIRGINIA REQUIRES CERTIFICATION OF SECURE REMOTE ACCESS TO LAND RECORDS, COMPLIANCE WITH VITA SECURITY STANDARDS, AND VIRGINIA PUBLIC PROCUREMENT ACT.

TTF IS A REIMBURSEMENT SYSTEM. TTF REIMBURSEMENT REQUESTS MAY BE MADE BY LINE ITEM IN DOLLARS AND CENTS FROM OCTOBER THROUGH MAY, DURING THE MONTHLY REIMBURSEMENT PERIOD IN COIN. TTF DOES NOT PREPAY TECHNOLOGY EXPENDITURES. Clerks must incur the expense of technology equipment and services before they seek reimbursement from TTF.

Continue

→ Press **ENTER** to proceed to the TTF Main Menu.

For questions about TTF Budgeting, contact Joan Bailey at Joan.Bailey@scb.virginia.gov

PART A ~ FY23 TTF Budget

Screen 6

FY23 TTF Budget Request Main Menu

MC1N

COIN BUDGET REQUEST

2022-07-28 16:51

V.10052015 FY: 2023 LOC: 007 OFF: 773 AMELIA COUNTY

FY23 TECHNOLOGY TRUST FUND (TTF) BUDGET REQUEST MAIN MENU

1. FY22 TTF PROGRESS SURVEY
2. CERTIFICATION FOR SECURE REMOTE ACCESS TO LAND RECORDS
3. CERTIFICATION FOR VITA SECURITY STANDARDS
4. ELECTION TO FY23 \$4 BUDGET REQUEST OR CARRYOVER
5. \$4 BUDGET REQUEST FOR EQUIPMENT AND SERVICES
6. CERTIFICATION FOR \$4 BUDGET REQUEST
7. \$1 FUND BUDGET REQUEST FOR EQUIPMENT AND SERVICES
8. CERTIFICATION FOR \$1 FUND BUDGET REQUEST
9. SUBMIT FY23 TTF BUDGET REQUEST

- A. FY23 BUDGET REQUEST STATUS
- B. TTF OFFICER SIGNOFF RESET

OPTION: ____

F1=HELP

F3=MENU

F4=TTF TOTALS

F12=MAIN

TTF Main Menu

→ The nine (9) selections on the FY23 TTF Budget Request Main Menu are:

Option 1 – The TTF Progress Survey has been deactivated for FY23 reporting/FY23 Budget Request Process. Please press F3 to return to the Main Menu for Selection 2: Certification for Secure Remote Access to Land Records to continue the FY23 TTF Budget Request Process.

Option 2 - Certification for Secure Remote Access to Land Records. Certify YES or NO to currently providing SRA to land records' images to public (non-governmental) subscribers.

Option 3 - Certification for VITA Security Standards. Certify YES or NO to compliance with VITA's security standards.

Option 4 - Election to FY23 \$4 Budget Request. If a Clerk certifies YES to FY23 budget request, the Clerk may proceed to Option 5. If a Clerk certifies NO to FY23 budget request, the Clerk's \$4 available balance will carry over to FY24 and the FY23 TTF Budget Request process will end.

TTF Main Menu, continued

→ **Option 5 - \$4 Budget Request for Equipment and Services.** Only those Clerks who budget their entire \$4 available funding may request from the \$1 Fund.

Option 6 - Certification for \$4 Budget Request. Clerks who make a FY23 \$4 budget request for equipment and services must certify compliance with the *Code of Virginia*.

Options 7 - \$1 Fund Budget Request for Equipment and Services. Only those Clerks who budget their entire FY23 \$4 available funding may make a

For questions about TTF Budgeting, contact Joan Bailey at Joan.Bailey@scb.virginia.gov

PART A ~ FY23 TTF Budget

budget request from the \$1 Fund. **Clerks who make a Purpose Code N request from their \$4 available funding may NOT make a request from the \$1 Fund.**

Option 8 - Certification for \$1 Fund Budget Request. Clerks must certify a shortfall of their \$4 available funding when requesting money from the TTF \$1 Fund.

Option 9 - Submit FY23 TTF Budget Request. If the Clerk has opted to budget their \$4 available funding (greater than \$0) then the \$4 certification (Option 6) must be complete for COIN to accept this logon. If the Clerk has requested \$1 Fund monies then the \$1 Fund certification (Option 8) must be complete for COIN to accept this logon.

\$4 Available Balance → Clerks may check their \$4 available funding using the **F4 key**.

\$4 and \$1 Fund Budget Totals → At any point in the budget process, Clerks may view their \$4 and \$1 Budget Request Totals using the **F4 key**.

Continue → ~~Enter 1 to proceed to FY22 TTF Progress Survey.~~ Press **ENTER** to continue.

PF Keys → F1 Help screen
F3 COIN Main Menu
F4 TTF Totals screen
F12 COIN Main Menu

IMPORTANT: The FY23 TTF Budget Request process opens August 1, 2022 and closes at midnight on August 31, 2022. The entire TTF budgeting process (Options 2-9) must be concluded by the deadline. No extensions will be made for Clerks who do not complete the budget process in COIN by the deadline. Clerks who do not complete the budget process will automatically carryover their FY23 TTF \$4 available funding to FY24. **Mid-year access (October through May) to TTF funds not previously budgeted in September is not guaranteed to Clerks who do not complete the TTF Budget Request process in August.**

PART A ~ FY23 TTF Budget

Screen 7

Option 1: FY23 TTF Progress Survey

MC10

COIN BUDGET REQUEST

2022-07-28 16:54

V.07302020 FY: 2023 LOC: 007 OFF: 773 AMELIA COUNTY

FY22 TTF PROGRESS SURVEY

PAGE: 01 OF 9

ITEMS 1-3: WEBSITE OR SYSTEM FOR SECURE REMOTE ACCESS (SRA) TO LAND RECORDS' IMAGES. ENTER 'Y' FOR YES OR 'N' FOR NO.

WEBSITE

1. I HAVE A WEBSITE OR SYSTEM OWNED AND OPERATED BY THE CIRCUIT COURT CLERK'S OFFICE OR OPERATED BY A PRIVATE AGENT FOR THE PURPOSE OF PROVIDING SRA TO LAND RECORDS' IMAGES.

N

2. IF YES TO QUESTION 1, LIST THE WEBSITE ADDRESS:
N/A

3. MY WEBSITE OR SYSTEM REQUIRES A USER NAME AND PASSWORD FOR SRA.

X

TOP OF SURVEY

F2=AUTH BDG F3=MENU F4=TOTS F5=FIRST F6=LAST F7=PREV F8=NEXT ENTER=UPD F12=MAIN

**TTF Progress
Survey**

→ **Option 1. The TTF Progress Survey has been deactivated for FY23 reporting /FY23 Budget Request Process. Please press F3 to return to the Main Menu for Selection 2: Certification for Secure Remote Access to Land Records to continue the FY23 TTF Budget Request Process.**

PART A ~ FY23 TTF Budget

Screen 8

Option 2: Certification for Secure Remote Access to Land Records

MCOP

COIN BUDGET REQUEST

2022-07-28 16:55

V.08212113 FY: 2023 LOC: 007 OFF: 773 AMELIA COUNTY

CERTIFICATION FOR SECURE REMOTE ACCESS TO LAND RECORDS

MY OFFICE IS PROVIDING TO PUBLIC SUBSCRIBERS SECURE REMOTE ACCESS TO LAND RECORDS' IMAGES ON A WEBSITE OR SYSTEM OWNED AND OPERATED BY MY COURT OR OPERATED BY A PUBLIC OR PRIVATE AGENT. (Y/N)

OFFICER LOGON ID: DATE:

LOGON: _____

F1=HELP

F2=AUTH BDG

TOP OF DATA

F3=MENU

F4=TOTALS

F12=MAIN

§ 17.1-295, Code of Virginia. Definitions.

Public Access

Public access means that the Clerk of the Circuit Court has made available to subscribers, that are other than governmental agencies, secure remote access to land records maintained by the clerk in the accordance with § 17.1-294.

Secure Remote Access to Land

Records means public access by electronic means on a network or system to land records maintained by the Clerk of the Circuit Court or the Clerk's designated application service providers, in compliance with the Secure Remote Access Standards developed by the Virginia Information Technologies Agency (VITA).

Subscriber

Subscriber means any person who has entered into a subscriber agreement with the Clerk of the Circuit Court authorizing the subscriber to have secure remote access to land records maintained by the Clerk or the Clerk's designated application service providers. If the subscriber is an entity with more than one person who will use the network or system to access land records maintained by the Clerk or the Clerk's designated application service providers, each individual user shall execute a subscriber agreement and obtain a separate "user id" and "password" from the Clerk. The subscriber is responsible for the fees due under this title and the proper use of the secure remote access system pursuant to the subscriber agreement, applicable Virginia law, and the secure remote access standard developed by VITA.

PART A ~ FY23 TTF Budget

Option 2: Certification for Secure Remote Access to Land Records - continued

Certify SRA → **Option 2** is a certification screen for secure remote access (SRA).

Enter “Y” for Yes if you are currently providing SRA to land records’ images to public (non-governmental) subscribers on a website or system owned and operated by my court or operated by a public or private agent. Indicating “Y” for the SRA certification means that **ALL of the following is true:**

- ✓ The Clerk’s technology vendor has established a **website or system** in compliance with the security standards established by VITA for the purpose of providing SRA to land records’ images;
- ✓ The Clerk has established a process whereby the public (non-governmental entity or individual) may **register for subscription** to the SRA, and if approved by the Clerk, sign a subscription agreement, may pay a subscription fee and receive a security password(s) for remote access to secure electronic land records;
- ✓ The Clerk **has accepted / is willing to accept** public subscribers to SRA; and
- ✓ The Clerk has made the **public aware** of the availability of SRA to land records (as appropriate).

Enter “N” for No if you are **NOT** currently providing SRA to land records’ images to public (non-governmental) subscribers on a website or system owned and operated by my court or operated by a public or private agent. Indicating “N” for this certification means that **ONE OR MORE of the above is NOT true.**

Pursuant to § 17.1-279 B, *Code of Virginia*, the allocation of TTF funds shall require that a Clerk submit to the Compensation Board a written certification that the Clerk’s proposed technology improvements of his/her land records provided secure remote access to those land records on or before July 1, 2008. The complete text of § 17.1-279 is located at the back of this manual.

A YES answer allows the Clerk to budget their \$4 available funding (Options 5-6) in FY23 and the opportunity to make a request from the \$1 Fund for equipment and/or services (Options 7-8). If a Clerk answers NO to Option 2 no allocation of TTF monies shall be made and the Clerk’s FY23TTF Budget Request process is concluded.

Any value other than “Y” or “N” will result in an error message.

Save → **Press ENTER to save your entry.** This is a required field. Print the screen for a record of your certification. An **UPDATE SUCCESSFUL** message should appear in the bottom center of your screen.

Continue → Press **F3** to return to the TTF Main Menu.

PART A ~ FY23 TTF Budget

PF Keys → F1 Help screen
F2 Authorized Budget screen
F3 TTF Main Menu

Screen 9 Option 3: VITA Certification for Clerks Currently Providing SRA to Land Records

MC0L COIN BUDGET REQUEST 2022-07-28 16:59
V.07282014 FY: 2023 LOC: 007 OFF: 773 AMELIA COUNTY

CERTIFICATION FOR VITA SECURITY STANDARDS

PROVIDING SRA TO LAND RECORDS.

PURSUANT TO 17.1-279D AND 17.1-294A, CODE OF VIRGINIA, AND IN ACCORDANCE WITH THE VITA DOCUMENT "SECURITY STANDARDS FOR REMOTE ACCESS TO COURT DOCUMENTS ON COURT-CONTROLLED WEBSITES" (ITRM STANDARD SEC503-02), EFFECTIVE MARCH 28, 2005, AND ANY SUBSEQUENT REVISIONS, I CERTIFY THAT:

- 1) MY WEBSITE OR REMOTE ACCESS SYSTEM ARE IN COMPLIANCE AND
- 2) ANY PROPOSED TECHNOLOGY IMPROVEMENTS TO LAND RECORDS WILL ACCOMMODATE SRA.

I CONCUR WITH THE ABOVE STATEMENT (Y/N). _

OFFICER LOGON ID: DATE: LOGON: _____

F1=HELP

F2=AUTH BDG

F3=MENU

F4=TOTALS

F12=MAIN

SRA to Land Records

→

Option 3: This option is only available to **Clerks who answer YES to the SRA Certification in Option 2.**

The *Code of Virginia*, § 17.1-279, requires that Circuit Court Clerks provide SRA to land records on or before July 1, 2008. Clerks are required to certify compliance with the secure remote access standards developed by VITA (ITRM Security SEC503-02), dated March 28, 2005, located at <http://www.vita.virginia.gov/uploadedFiles/Library/PSGs/>.

A YES answer allows the Clerk to budget their \$4 available balance (Options 5-6) in FY23 and the opportunity to make a request from the \$1 Fund for equipment and/or services (Options 7-8). If a Clerk answers NO to Option 2 no allocation of TTF monies shall be made and the Clerk's FY23 TTF Budget Request process is concluded.

Certification → To concur with the certification, enter "Y" for Yes. Any value other than "Y" or "N" will result in an error message. This is a required field. **TAB** to the next field.

Logon ID → **Enter your COIN USER ID**, an alpha-numeric code supplied by the Compensation Board. The first three characters of your ID are letters of the alphabet. This is a required field.

For questions about TTF Budgeting, contact Joan Bailey at Joan.Bailey@scb.virginia.gov

PART A ~ FY23 TTF Budget

- Save** → **Press ENTER to save your entry.** Print the screen for a record of your certification. An **UPDATE SUCCESSFUL** message should appear in the bottom center of your screen.
- Continue** → Press **F3** to return to the TTF Main Menu.
- PF Keys** →
- | | | | |
|----|--------------------------|-----|-------------------|
| F1 | Help screen | F4 | TTF Totals screen |
| F2 | Authorized Budget screen | F12 | COIN Main Menu |
| F3 | TTF Main Menu | | |

PART A ~ FY23 TTF Budget

Screen 10 Option 4: Election to FY23 \$4 Budget Request

MC0Q COIN BUDGET REQUEST 2022-07-28 17:00
V.08212013 FY: 2023 LOC: 007 OFF: 773 AMELIA COUNTY

ELECTION TO FY23 \$4 BUDGET REQUEST OR CARRYOVER

\$4 AVAILABLE FUNDS: \$ 0

I ELECT TO BUDGET ALL OR A PORTION OF MY \$4 AVAILABLE FUNDS FOR
TECHNOLOGY EXPENSES IN FY23. (Y/N) —

OFFICER LOGON ID: DATE: LOGON: _____

F1=HELP F2=AUTH BDG TOP OF DATA F3=MENU F4=TOTALS F12=MAIN

FY23 \$4 Budget

→ **Option 4** is an election for a Clerk to budget all or a portion of his/her FY23 TTF \$4 available funding. **If a Clerk certifies YES to FY23 budget request, the Clerk may proceed to Option 5. NOTE: Clerks with -\$0- in \$4 funding available must certify N for no.**

\$4 Carryover

→ **If a Clerk certifies NO to Option 4, the Clerk's FY23 \$4 TTF Budget Request process is concluded.** Accumulations of FY23 \$4 available cash will carry over to FY24. Available cash is prior year unbudgeted and unexpended \$4 available funding plus current year-to-date cash collections. If a Clerk chooses to carryover, the Compensation Board cannot guarantee access to \$4 available funding mid-year. Each mid-year request for TTF money not previously requested in August and budgeted in September is determined on a case-by-case basis and on the availability of unencumbered funds. A FY23 TTF \$4 mid-year docket request is necessary to have access to \$4 funds previously requested for carryover. **Clerks who carryover their FY23 \$4 available funding may NOT make a request from the \$1 Fund.** You must budget your entire \$4 available funding before making a request from the \$1 Fund.

PART A ~ FY23 TTF Budget

Option 4: Election to FY23 \$4 Budget Request - continued

\$4 Available Funding Formula

→ The formula for FY23 **\$4 available funding** is:

FY22 Carryover (Unbudgeted and Budgeted Unspent \$4 collections)	+	Projected FY23 \$4 Collections	=	FY23 \$4 available funding
--	---	--------------------------------------	---	---

The allocation of projected FY23 \$4 collections is made possible by a line of credit extended to the Technology Trust Fund in FY23 which must be repaid with actual FY23 TTF cash collections.

\$0 Available Funding

→ **Clerks with a \$0 available funding should elect “N” for Option 4.** \$4 budgeting is not available to Clerks with \$0 available funding. After electing “N” and providing your officer login, return to the TTF Main Menu (F3) and make a budget request for equipment and services from the \$1 Fund (Options 7-8).

Budget Election

→ An election to **budget** your FY23 \$4 available funding means that your TTF funds can be applied to equipment and services line items to support technology improvements for one or both purposes:

- Purpose Code L = Land records
- Purpose Code N = Areas of the court not related to land records

Save

→ Any value other than “Y” and “N” will result in an error message. This is a required field. **Press ENTER to save your entry.** An **UPDATE SUCCESSFUL** message should appear in the bottom center of your screen. Print the screen for a record of your election to budget or carryover.

Continue

→ Press **F3** to return to the TTF Main Menu

PF Keys

→ F1	Help screen	F4	TTF Totals screen
F2	Authorized Budget screen	F12	COIN Main Menu
F3	TTF Main Menu		

PART A ~ FY23 TTF Budget

Screen 11 Option 5: \$4 Budget Request for Equipment and Services

MCOR

COIN BUDGET REQUEST

07/29/2022 10:59

V.02022016 FY: 2023 LOC: 007 OFF: 773 AMELIA COUNTY

FY23 \$4 BUDGET REQUEST FOR EQUIPMENT AND SERVICES

FY23 \$4 AVAILABLE FUNDS:				\$ 24,783
SEL VENDOR NAME	ITEM DESCRIPTION	DESC CODE	PURPOSE CODE	TOTAL COST
—	—	—	—	—
—	—	—	—	—
—	—	—	—	—

TOTAL FY23 \$4 EQUIPMENT / SERVICES REQUESTS: \$ 0

FY23 \$4 REMAINING FUNDS: \$ 24,783

SELECT () A=ADD U=UPDATE D=DELETE

THERE ARE NO \$4 REQUESTS, ADD THE REQUESTS NEEDED

F1=HELP F2=AUTH BDG F3=MENU F4=TOTALS F7=PREV F8=NEXT F12=MAIN

\$4 Equipment and Services → **Option 5** allows Clerks to budget their FY23 \$4 available funding for technology equipment and services. The total equipment and services budget request(s) may not exceed your FY23 TTF \$4 available funding.

Press **TAB** to move from field to field. Do NOT use the \$ symbol, commas or cents. All fields are required.

\$0 Available Funding → **If your \$4 available funding is \$0, budget your requests from the \$1 Fund** (Option 7). Only Clerks with a \$4 available funding greater than \$0 may budget using Option 5.

\$1 Fund Request → **Clerks must budget their entire \$4 available funding before making a request from the \$1 Fund.**

Select (SEL) → **A** = Add a new line item. **ENTER**.

U = Update (change) a line item. **ENTER**.

D = Delete an existing line item. **ENTER**.

For questions about TTF Budgeting, contact Joan Bailey at Joan.Bailey@scb.virginia.gov

PART A ~ FY23 TTF Budget

If the adjustments do not immediately take effect, return to the TTF Main Menu with **F3**, then return to the budget screen. To make line item changes (add, update or delete) AFTER the Clerk has certified the \$4 budget (Option 6), email Joan Bailey to remove your \$4 certification.

Vendor Name → Enter the **vendor name** (locality, Supreme Court or private vendor). Please **spell out vendor name as completely as possible**. The Vendor field allows 20 characters.

Item Description → Enter a brief line item description of the equipment and services requested. **The following nonspecific descriptions will result in a message of: "Be more specific."**

<u>Do Not</u>	<u>Do Instead</u>
EQUIPMENT	PC, Scanner, etc.
HARDWARE	Name of hardware e.g. – Printer, PC, Scanner, etc.
SOFTWARE	Name of software e.g. – Antivirus, etc.
BACKSCANNING	Microfilm conversion – Plats etc. what is being backscanned?
MR & MS	Cannot combine RMS and SRA - list separately
MS & MR	RMS <u>or</u> SRA maintenance
RIS/SRA Main	List separately

Duplicate line item descriptions are NOT allowed (unless splitting cost between \$4 and \$1). The Line Item Description field allows 20 characters. NOTE: **All redaction requests require additional documentation: 1) quote from the Clerk's redaction vendor AND 2) Redaction Form** (located at www.scb.virginia.gov under the tab Land Records Technology). See FAQ for more information regarding documentation requirements for redaction requests.

Description Code → Description codes for \$4 equipment and services are listed below. The Description code field allows 2 characters.

B = Back scanning or conversion services

E = Equipment (hardware and software)

MR = Maintenance services for records management system

MS = Maintenance services for SRA.

R = Redaction services for social security numbers

O = Other miscellaneous services.

PART A ~ FY23 TTF Budget

- Purpose Code** → Enter purpose code **L** or **N** for each line item. The Purpose Code field allows 1 character.
- L** = Land records.
- N** = Areas of the court **NOT** related land records.
- Total Cost** → Enter the **total cost** for each line item. The Total Cost field allows 11 characters.
- Save** → **Press ENTER after completing the entire screen (1, 2, or 3 line items).** An **UPDATE SUCCESSFUL** message should appear in the bottom center of your screen. Print the screen for a record of your budget request.
- Additional Line Items** → Each \$4 Equipment and Services screen will display 3 line items. Press **F8** if additional screens are necessary.
- Total \$4 Requests** → COIN automatically sums the total cost for all \$4 Equipment and Services line items. Your \$4 remaining funding will be displayed. Total \$4 Equipment and Services request(s) may not exceed your FY23 \$4 available funding.
- Budget Totals Screen** → **Press F4 to view your total \$4 budget requests.** If the F4 Totals screen has the correct amounts, then COIN has saved your data. **Print this screen.**
- Continue** → Press **F3** to return to the TTF Main Menu
- PF Keys**
- | | | | |
|------|--------------------------|-----|-----------------|
| → F1 | Help screen | F7 | Previous screen |
| F2 | Authorized Budget screen | F8 | Next screen |
| F3 | TTF Main Menu | F12 | COIN Main Menu |
| F4 | TTF Totals screen | | |

PART A ~ FY23 TTF Budget

Screen 12 Option 6: Certification for \$4 Budget Request

MC0T COIN BUDGET REQUEST
V.08222013 FY: 2023 LOC: 007 OFF: 773 AMELIA COUNTY

2022-07-29 11:02

CERTIFICATION FOR \$4 BUDGET REQUEST

I CERTIFY THAT THE AMOUNT OF MY \$4 BUDGET REQUEST FOR PROPOSED AUTOMATION AND TECHNOLOGY IMPROVEMENTS ARE IN COMPLIANCE WITH 17.1-279, CODE OF VIRGINIA, AND THAT I WILL CONTINUE TO PROVIDE SECURE REMOTE ACCESS TO LAND RECORDS.

I CERTIFY TO THE BEST OF MY KNOWLEDGE AND BELIEF THAT THE PROCESS UTILIZED TO PROCURE ANY EQUIPMENT OR SERVICES FOR WHICH PAYMENT WILL BE MADE USING FUNDS REQUESTED HEREIN IS IN CONFORMANCE WITH THE VIRGINIA PUBLIC PROCUREMENT ACT, 11-35 ET.SEQ., CODE OF VIRGINIA.

I HAVE PROVIDED / WILL PROVIDE MY LOCAL GOVERNING BODY WITH A COPY OF ALL DOCUMENTATION AND JUSTIFICATION SUPPLIED TO THE COMPENSATION BOARD.

OFFICER LOGON ID: DATE: LOGON: _____

F1=HELP

F2=AUTH BDG

F3=MENU

F4=TOTALS

F12=MAIN

\$4 Certification

→ **Option 6** is a certification screen that is **required for Clerks who make a FY23 \$4 budget request for Equipment and Services** (Options 5).

The *Code of Virginia*, § 17.1-279 B, states that a Clerk must submit a written certification to the Compensation Board for secure remote access to land records and conformance with the Virginia Public Procurement Act. Documentation and justification for your Equipment and Services budget requests should be copied to your local governing body.

Certification

→ To concur, enter your **Logon ID**, an alpha-numeric code supplied by the Compensation Board. The first three characters of your ID are letters of the alphabet. This is a required field.

Save

→ Press **ENTER** to save your certification. Print the screen for a record of your certification. An **UPDATE SUCCESSFUL** message should appear in the bottom center of your screen.

Continue

→ Press **F3** to return to the TTF Main Menu.

PF Keys

→ F1 Help screen F4 TTF Totals screen
F2 Authorized Budget screen F12 COIN Main Menu
F3 TTF Main Menu

For questions about TTF Budgeting, contact Joan Bailey at Joan.Bailey@scb.virginia.gov

PART A ~ FY23 TTF Budget

Screen 13 Option 7: \$1 Fund Budget Request for Equipment and Services

MC0U

COIN BUDGET REQUEST

07/29/2022 11:04

V.02292016 FY: 2023 LOC: 007 OFF: 773 AMELIA COUNTY

FY23 \$1 FUND BUDGET REQUEST FOR EQUIPMENT AND SERVICES

SEL	VENDOR NAME	ITEM DESCRIPTION	DESC CODE	PURPOSE CODE	TOTAL COST
—	_____	_____	—	—	_____
—	_____	_____	—	—	_____
—	_____	_____	—	—	_____

TOTAL FY23 \$1 EQUIPMENT / SERVICES REQUESTS: \$ 0

SELECT () A=ADD U=UPDATE D=DELETE

THERE ARE NO \$1 REQUESTS, ADD THE REQUESTS NEEDED

F1=HELP F2=AUTH BDG F3=MENU F4=TOTALS F7=PREV F8=NEXT F12=MAIN

\$1 Fund Equipment

→ **Option 7** is available to all Clerks who certify that their request from the \$1 Fund is based upon a shortfall of \$4 funds needed to continue to provide SRA to land records' images. \$1 Fund requests have the following conditions:

- Clerks must fully budget their **entire \$4 available funding** in order to make a request from the \$1 Fund.
- Clerks who make a **Purpose Code N request** (areas of the court NOT related to land records) from their \$4 available funding may NOT make a request from the \$1 Fund.
- **Purpose N requests** from the \$1 Fund are NOT permitted.

Once requests have been made, Compensation Board staff will review in order to determine priority allocation of the \$1 Fund. Due to funding limitations, all \$1 Fund requests may not be approved at the September Board meeting.

Press **TAB** to move from field to field. Do NOT use the \$ symbol, commas or cents. All fields are required.

PART A ~ FY23 TTF Budget

Select (SEL) → **A** = Add a new line item. **ENTER**.

U = Update (change) a line item. **ENTER**.

D = Delete an existing line item. **ENTER**.

If the adjustments do not immediately take effect, check the totals screen with **F4** or return to the TTF Main Menu with **F3**, then return to the budget screen. To make line items changes (add, update or delete) **AFTER** the Clerk has certified the \$4 budget (Option 6), email Joan Bailey or Bill Fussell to remove your \$1 Fund certification.

Vendor Name → Enter the **vendor** name (locality, Supreme Court or private vendor) for each line item of equipment and services requested. Please spell out vendor name as completely as possible. The Vendor field allows 20 characters..

Item Description → Enter a brief line item description of the equipment and services requested. **The following nonspecific descriptions will result in a message of: "Be more specific."**

<u>Do Not</u>	<u>Do Instead</u>
EQUIPMENT	PC, Scanner, etc.
HARDWARE	Name of hardware e.g. – Printer, PC, Scanner, etc.
SOFTWARE	Name of software e.g. – Antivirus, etc.
BACKSCANNING	Microfilm conversion – Plats etc. what is being backscanned?
MR & MS	Cannot combine RMS and SRA - list separately
MS & MR	RMS <u>or</u> SRA maintenance
RIS/SRA Main	List separately

Duplicate line item descriptions are NOT allowed (unless splitting cost between \$4 and \$1). The Line Item Description field allows 20 characters. NOTE: **All redaction requests require additional documentation: 1) quote from the Clerk's redaction vendor AND 2) Redaction Form** (located at www.scb.virginia.gov under the tab Land Records Technology). See FAQ for more information regarding documentation requirements for redaction requests.

Description Code → Description codes for \$1 Fund equipment and services are listed below. The Description Code field allows 2 characters.

B = Back scanning or conversion services

E = Equipment (software and hardware)

MR = Maintenance services for records management system

MS = Maintenance services for SRA system.

R = Redaction services for social security numbers

For questions about TTF Budgeting, contact Joan Bailey at Joan.Bailey@scb.virginia.gov

PART A ~ FY23 TTF Budget

- Purpose Code** → **L = land records. Purpose Code N equipment and services may not be requested from the \$1 Fund.** The Purpose Code field allows 1 character.
- Total Cost** → Enter the **total cost** for each line item. The Total Cost field allows 11 characters.
- Save** → **Press ENTER after completing every line item.** An **UPDATE SUCCESSFUL** message should appear in the bottom center of your screen. Print the screen for a record of your budget request.
- Additional Line Items** → Each \$1 Fund Equipment and Services screen will display 3 line items. Press **F8** if additional screens are necessary.
- Total \$1 Requests** → COIN automatically sums the total cost for all \$1 Fund Equipment and Services line items.
- Budget Totals Screen** → **Press F4 to view your total \$1 Fund budget requests.** If the F4 Totals screen has the correct amounts, then COIN has saved your data. **Print this screen.**
- Continue** → Press **F3** to return to the TTF Main Menu
- PF Keys**
- | | | | |
|------|--------------------------|-----|-----------------|
| → F1 | Help screen | F7 | Previous screen |
| F2 | Authorized Budget screen | F8 | Next screen |
| F3 | TTF Main Menu | F12 | COIN Main Menu |
| F4 | TTF Totals screen | | |

PART A ~ FY23 TTF Budget

Screen 14 Option 8: Certification for \$1 Fund Budget Request

MC0Z

COIN BUDGET REQUEST

2022-07-29 11:06

V.08222013 FY: 2023 LOC: 007 OFF: 773 AMELIA COUNTY

CERTIFICATION FOR \$1 FUND BUDGET REQUEST

I CERTIFY THAT THE AMOUNT OF MY REQUEST FROM THE \$1 FUND IS BASED UPON A SHORTFALL OF \$4 FUNDS, THAT PROPOSED AUTOMATION AND TECHNOLOGY IMPROVEMENTS ARE IN COMPLIANCE WITH 17.1-279, CODE OF VIRGINIA, AND THAT I WILL CONTINUE TO PROVIDE SECURE REMOTE ACCESS TO LAND RECORDS.

I CERTIFY TO THE BEST OF MY KNOWLEDGE AND BELIEF THAT THE PROCESS UTILIZED TO PROCURE ANY EQUIPMENT OR SERVICES FOR WHICH PAYMENT WILL BE MADE USING FUNDS REQUESTED HEREIN IS IN CONFORMANCE WITH THE VIRGINIA PUBLIC PROCUREMENT ACT, 11-35 ET.SEQ., CODE OF VIRGINIA.

I HAVE PROVIDED / WILL PROVIDE MY LOCAL GOVERNING BODY WITH A COPY OF ALL DOCUMENTATION AND JUSTIFICATION SUPPLIED TO THE COMPENSATION BOARD.

OFFICER LOGON ID: DATE: LOGON: _____

F1=HELP

F2=AUTH BDG

F3=MENU

F4=TOTALS

F12=MAIN

\$1 Fund Certification

→ **Option 8** is a certification screen **required for Clerks who make a \$1 Fund budget request**. The Clerk must certify that a shortfall of funds exists in order to continue to provide secure remote access to land records' images.

The *Code of Virginia*, § 17.1-279 B, states that a Clerk must submit a written certification to the Compensation Board for secure remote access to land records and conformance with the Virginia Public Procurement Act. Documentation and justification for your Equipment and Services budget requests must be copied to your local governing body.

Certification

→ To concur, enter your **Logon ID**, an alpha-numeric code supplied by the Compensation Board. The first three characters of your ID are letters of the alphabet. This is a required field.

Save

→ Press **ENTER** to save your certification. An **UPDATE SUCCESSFUL** message should appear in the bottom center of your screen. Print the screen for your records.

PF Keys

→ F1 Help screen F4 TTF Totals screen
F2 Authorized Budget screen F12 COIN Main Menu
F3 TTF Main Menu

For questions about TTF Budgeting, contact Joan Bailey at Joan.Bailey@scb.virginia.gov

PART A ~ FY23 TTF Budget

Screen 15 Option 9: Submit FY23 TTF Budget Request

MC0J

COIN BUDGET REQUEST

2022-07-29 11:07

V.09162015 FY: 2023 LOC: 007 OFF: 773 AMELIA COUNTY

SUBMIT FY23 TTF BUDGET REQUEST

I HAVE COMPLETED AND REVIEWED MY REQUEST FOR \$4 AND/OR \$1 FUND TTF MONIES AND HEREIN SUBMIT MY FY17 TTF BUDGET REQUEST.

OFFICER LOGON ID: DATE: LOGON: _____

F1=HELP

F2=AUTH BDG

F3=MENU

F4=TOTALS

F12=MAIN

TTF Budget Submission

→ **Option 9 completes the FY23 TTF Budget Request process.**

If the Clerk has opted to budget their \$4 available balance (greater than \$0) then the \$4 certification (Option 6) must be complete for COIN to accept this logon. If the Clerk has requested \$1 Fund monies then the \$1 Fund certification (Option 8) must be complete for COIN to accept this logon.

Officer Logon

→ Enter your **Logon ID**, an alpha-numeric code supplied by the Compensation Board. The first three characters of your ID are letters of the alphabet. This is a required field.

Save

→ Press **ENTER** to save your certification. A message should appear in the bottom center of your screen: **YOUR FY23 TTF BUDGET REQUEST HAS BEEN SUCCESSFULLY SUBMITTED. THANK YOU.** Print the screen for your records.

PF Keys

→ F1 Help screen F4 TTF Totals screen
F2 Authorized Budget screen F12 COIN Main Menu
F3 TTF Main Menu

For questions about TTF Budgeting, contact Joan Bailey at Joan.Bailey@scb.virginia.gov

PART A ~ FY23 TTF Budget

Screen 16 FY23 \$4 and \$1 Fund Budget Request Totals

MCOW

COIN BUDGET REQUEST

07/29/2022 11:08

V.09102010 FY: 2023 LOC: 007 OFF: 773 AMELIA COUNTY

FY23 \$4 AND \$1 FUND BUDGET REQUEST TOTALS

			\$4 AVAILABLE FUNDS	\$	24,783
			\$4 REMAINING FUNDS	\$	0
	LAND RECORDS	NOT LAND RECORDS			TOTAL
\$4 REQUESTS	\$ 24,783	\$ 0		\$	24,783
\$1 REQUESTS	\$ 10,000			\$	10,000
\$4 AND \$1 TOTAL	\$ 34,783	\$ 0		\$	34,783

F1=HELP

F3=MENU

F12=MAIN

F4 Totals Key

- The **F4** key displays TTF \$4 and \$1 Fund budget request totals:
- \$4 Available funds;
 - \$4 Remaining funds;
 - \$4 equipment and services requests for land records (Purpose Code L);
 - \$4 equipment and services requests for areas of the court not related to land records (Purpose Code N);
 - Total \$4 equipment and services requests;
 - Total \$1 Fund equipment and services requests for land records;
 - Total \$4 and \$1 Fund equipment and services requests for land records; and
 - Total \$4 and \$1 Equipment and/or Services requests.
- Your total FY23 \$4 TTF budget request cannot exceed your \$4 available funds.

PF Keys

- F1 Help screen
- F3 TTF Main Menu
- F12 COIN Main Menu

PART B – Code of Virginia

§ 17.1-276. Fee allowed for providing secure remote access to land records.

A. A clerk of the circuit court who provides secure remote access to land records pursuant to § [17.1-294](#) may charge a fee as provided in this section. The fee shall be paid to the clerk's office and deposited by the clerk into the clerk's nonreverting local fund to be used to cover operational expenses as defined in § [17.1-295](#). The clerk may charge a flat clerk's fee to be assessed for each subscriber, as defined in § [17.1-295](#), in an amount not to exceed \$50 per month and a separate fee per image downloaded in an amount not to exceed the fee provided in subdivision A 8 of § [17.1-275](#). The clerk's fees shall be used to cover operational expenses as defined in § [17.1-295](#).

The Office of the Attorney General, the Division of Debt Collection, the Department of Transportation, the Virginia Outdoors Foundation, the Department of Historic Resources, the Department of General Services, the Department of Conservation and Recreation, the Department of Forestry, the Virginia Alcoholic Beverage Control Authority, the Department of Rail and Public Transportation, and the State Corporation Commission shall be exempt from paying any fee for remote access to land records. If any clerk contracts with an outside vendor to provide remote access to land records to subscribers, such contract shall contain a provision exempting the Office of the Attorney General, the Division of Debt Collection, the Department of Transportation, the Virginia Outdoors Foundation, the Department of Historic Resources, the Department of General Services, the Department of Conservation and Recreation, the Department of Forestry, the Virginia Alcoholic Beverage Control Authority, the Department of Rail and Public Transportation, and the State Corporation Commission from paying any access or subscription fee.

B. The circuit court clerk shall enter into an agreement with each person whom the clerk authorizes to have remote access, in accordance with the security standards established by the Virginia Information Technologies Agency. Any such agreement between a state agency or employee thereof acting in the employee's official capacity and the clerk or an outside vendor contracted by the clerk to provide remote access to land records to subscribers, or such an agreement between a state agency or employee thereof acting in the employee's official capacity and both the clerk and the outside vendor, shall not contain any provision requiring the state agency or employee thereof acting in the employee's official capacity to indemnify the clerk or the vendor. Any such agreement between a state agency and the clerk or an outside vendor shall provide that the state agency is required to monitor its employees' activity under such agreement to ensure compliance with its terms.

C. The clerk may establish a program under which the clerk assesses a reasonable convenience fee that shall not exceed \$2 per transaction for remote access to land records and a separate fee per image downloaded in an amount not to exceed the fee provided in subdivision A 8 of § [17.1-275](#).

D. Nothing herein shall be construed to require the use by the general public of the secure remote access to land records made available by the clerk, and such records may continue to be accessed in person in the clerk's office.

1985, c. 489, § 14.1-118.1; 1993, c. 445; 1995, c. [592](#); 1997, c. [413](#); 1998, cc. [650](#), [872](#); 2004, c. [230](#); 2006, c. [474](#); 2008, cc. [823](#), [833](#); 2009, cc. [76](#), [723](#), [797](#); 2010, c. [430](#); 2011, cc. [434](#), [493](#); 2012, cc. [234](#), [469](#), [780](#); 2013, c. [77](#); 2015, cc. [65](#), [174](#); 2019, c. [611](#); 2021, Sp. Sess. I, c. [124](#).

PART B – Code of Virginia

§ 17.1-279. Additional fee to be assessed by circuit court clerks for information technology.

A. In addition to the fees otherwise authorized by this chapter, the clerk of each circuit court shall assess a \$5 fee, known as the "Technology Trust Fund Fee," in each civil action, upon each instrument to be recorded in the deed books, and upon each judgment to be docketed in the judgment lien docket book. Such fee shall be deposited by the State Treasurer into a trust fund. The State Treasurer shall maintain a record of such deposits.

B. Four dollars of every \$5 fee shall be allocated by the Compensation Board from the trust fund for the purposes of: (i) developing and updating individual land records automation plans for individual circuit court clerks' offices; (ii) implementing automation plans to modernize land records in individual circuit court clerks' offices and provide secure remote access to land records throughout the Commonwealth pursuant to § 17.1-294; (iii) obtaining and updating office automation and information technology equipment including software and conversion services; (iv) preserving, maintaining and enhancing court records, including, but not limited to, the costs of repairs, maintenance, land records, consulting services, service contracts, redaction of social security numbers from land records, and system replacements or upgrades; and (v) improving public access to court records. The Compensation Board in consultation with circuit court clerks and other users of court records shall develop and update policies governing the allocation of funds for these purposes. However, such funds shall not be used for personnel costs within the circuit court clerks' offices. The Compensation Board policies governing the allocation of funds shall require that a clerk submit to the Compensation Board a written certification that the clerk's proposed technology improvements of his land records will provide secure remote access to those land records on or before July 1, 2008.

The annual budget submitted by each circuit court clerk pursuant to § 15.2-1636.7 may include a request for technology improvements in the upcoming fiscal year to be allocated by the Compensation Board from the trust fund. Such request shall not exceed the deposits into the trust fund credited to that locality. The Compensation Board shall allocate the funds requested by the clerks in an amount not to exceed the deposits into the trust fund credited to their respective localities.

C. The remaining \$1 of each such fee may be allocated by the Compensation Board from the trust fund (i) for the purposes of funding studies to develop and update individual land-records automation plans for individual circuit court clerks' offices, at the request of and in consultation with the individual circuit court clerk's offices, and (ii) for the purposes enumerated in subsection B to implement the plan to modernize land records in individual circuit court clerks' offices and provide secure remote access to land records throughout the Commonwealth. The allocations pursuant to this subsection may give priority to those individual clerks' offices whose deposits into the trust fund would not be sufficient to implement its modernization plan. The Compensation Board policies governing the allocation of funds shall require that a clerk submit to the Compensation Board a written certification that the clerk's proposed technology improvements of his land records will provide secure remote access to those land records on or before July 1, 2008.

PART B – Code of Virginia

D. 1. Secure remote access to land records shall be by paid subscription service through individual circuit court clerk's offices pursuant to [§ 17.1-276](#), or through designated application service providers. The clerk may require any entity that is a nonresident of the Commonwealth, prior to becoming a subscriber, to demonstrate that such entity is authorized to do business in Virginia and is in good standing with the State Corporation Commission or other applicable state or federal regulatory agency and that such entity will comply with the secure remote access standards developed by the Virginia Information Technologies Agency pursuant to [§ 17.1-294](#). In the case of an individual, the clerk may require a person who is a nonresident of the Commonwealth to demonstrate that such person has a legal presence in Virginia and will comply with the secure remote access standards developed by the Virginia Information Technologies Agency pursuant to [§ 17.1-294](#). Compliance with secure remote access standards developed by the Virginia Information Technologies Agency pursuant to [§ 17.1-294](#) shall be certified by the individual circuit court clerks' offices to the Compensation Board. The individual circuit court clerk's office or its designated application service provider shall certify compliance with such secure remote access standards. Nothing in this section shall prohibit the clerk from entering into a subscriber agreement with an agency of the Commonwealth and delegating the responsibility for compliance with such secure remote access standards to such agency. Nothing in this section shall prohibit the Compensation Board from allocating trust fund money to individual circuit court clerks' offices for the purpose of complying with such secure remote access standards or redaction of social security numbers from land records.

2. Every circuit court clerk shall provide secure remote access to land records pursuant to [§ 17.1-294](#) on or before July 1, 2008.

E. Such fee shall not be assessed to any instrument to be recorded in the deed books nor any judgment to be docketed in the judgment lien docket books tendered by any federal, state or local government.

F. If such an application includes automation or technology improvements that would require an interface with the case management system or the financial management system operated and maintained by the Executive Secretary of the Supreme Court for the purpose of providing electronic information to state agencies in accordance with [§ 17.1-502](#), the circuit court clerk, or the court's designated application service provider, shall certify to the Compensation Board that such automation or technology improvements will comply with the security and data standards of the systems operated and maintained by the Executive Secretary of the Supreme Court.

G. Information regarding the technology programs adopted by the circuit court clerks shall be shared with the Virginia Information Technologies Agency, The Library of Virginia, and the Office of the Executive Secretary of the Supreme Court.

H. Nothing in this section shall be construed to diminish the duty of local governing bodies to furnish supplies and equipment to the clerks of the circuit courts pursuant to [§ 15.2-1656](#). Revenue raised as a result of this section shall in no way supplant current funding to circuit court clerks' offices by local governing bodies.

PART B – Code of Virginia

I. Effective July 1, 2006, except for transfers pursuant to this section, there shall be no transfers out of the Technology Trust Fund, including transfers to the general fund.

1996, c. 431, § 14.1-125.2; 1997, c. 675; 1998, c. 872; 2000, cc. 440, 446; 2002, cc. 140, 250, 637; 2003, cc. 205, 865, 981, 1021; 2004, c. 676; 2005, cc. 681, 738; 2006, c. 647; 2007, cc. 548, 626; 2009, cc. 793, 858; 2010, c. 430; 2014, c. 460.

§ 17.1-292. Applicability; definitions.

A. The provisions of § 17.1-293 shall apply to clerks of the courts of record as defined in § 1-212 and courts not of record as defined in § 16.1-69.5.

B. As used in this article:

"Confidential court records" means court records maintained by a clerk of a court of record, as defined in § 1-212, or a court not of record, as defined in § 16.1-69.5, and recognized as confidential under any applicable law or sealed pursuant to court order.

"Court records" means any record maintained by the clerk in a civil, traffic, or criminal proceeding in the court, and any appeal from a district court.

"Internet" means the international computer network of interoperable packet-switched data networks.

"Land records" means any writing authorized by law to be recorded on paper or in electronic format that the clerk records affecting title to real property, including but not limited to instruments, orders, or any other writings recorded under this title, Article 5 (§ 8.01-446 et seq.) of Chapter 17 of Title 8.01, Title 8.9A and Chapter 6 (§ 55.1-600 et seq.) of Title 55.1.

"Nonconfidential court records" means all court records except those court records that are confidential court records.

2007, cc. 548, 626; 2013, c. 77; 2018, cc. 127, 584.

PART B – Code of Virginia

§ 17.1-293. Posting and availability of certain information on the Internet; prohibitions.

A. Notwithstanding Chapter 37 (§ [2.2-3700](#) et seq.) of Title 2.2 or subsection B, it is unlawful for any court clerk to disclose the social security number or other identification numbers appearing on driver's licenses or other documents issued under Chapter 3 (§ [46.2-300](#) et seq.) of Title 46.2 or the comparable law of another jurisdiction or information on credit cards, debit cards, bank accounts, or other electronic billing and payment systems that was supplied to a court clerk for the purpose of paying fees, fines, taxes, or other charges collected by such court clerk. The prohibition shall not apply where disclosure of such information is required (i) to conduct or complete the transaction for which such information was submitted or (ii) by other law or court order.

B. Beginning January 1, 2004, no court clerk shall post on the Internet any document that contains the following information: (i) an actual signature, (ii) a social security number, (iii) a date of birth identified with a particular person, (iv) the maiden name of a person's parent so as to be identified with a particular person, (v) any financial account number or numbers, or (vi) the name and age of any minor child.

C. Each such clerk shall post notice that includes a list of the documents routinely posted on its website. However, the clerk shall not post information on his website that includes private activity for private financial gain.

D. Nothing in this section shall be construed to prohibit access to any original document as provided by law.

E. This section shall not apply to the following:

1. Providing access to any document among the land records via secure remote access pursuant to § [17.1-294](#);
2. Postings related to legitimate law-enforcement purposes;
3. Postings of historical, genealogical, interpretive, or educational documents and information about historic persons and events;
4. Postings of instruments and records filed or recorded that are more than 100 years old;
5. Providing secure remote access to any person, his counsel, or staff which counsel directly supervises to documents filed in matters to which such person is a party;
6. Providing official certificates and certified records in digital form of any document maintained by the clerk pursuant to § [17.1-258.3:2](#); and
7. Providing secure remote access to nonconfidential court records, subject to any fees charged by the clerk, to members in good standing with the Virginia State Bar and their authorized agents, pro hac vice attorneys authorized by the court for purposes of the practice of law, and such governmental agencies as authorized by the clerk.

F. Nothing in this section shall prohibit the Supreme Court or any other court clerk from providing online access to a case management system that may include abstracts of case filings and proceedings in the courts of the Commonwealth, including online access to subscribers of nonconfidential criminal case information to confirm the complete date of birth of a defendant.

PART B – Code of Virginia

G. The court clerk shall be immune from suit arising from any acts or omissions relating to providing remote access on the Internet pursuant to this section unless the clerk was grossly negligent or engaged in willful misconduct.

This subsection shall not be construed to limit, withdraw, or overturn any defense or immunity already existing in statutory or common law, or to affect any cause of action accruing prior to July 1, 2005.

H. Nothing in this section shall be construed to permit any data accessed by secure remote access to be sold or posted on any other website or in any way redistributed to any third party, and the clerk, in his discretion, may deny secure remote access to ensure compliance with these provisions. However, the data accessed by secure remote access may be included in products or services provided to a third party of the subscriber provided that (i) such data is not made available to the general public and (ii) the subscriber maintains administrative, technical, and security safeguards to protect the confidentiality, integrity, and limited availability of the data.

2007, cc. [548](#), [626](#); 2010, c. [430](#); 2011, cc. [557](#), [625](#), [689](#), [715](#); 2012, c. [234](#); 2013, c. [77](#); 2014, c. [460](#); 2017, cc. [78](#), [92](#); 2020, cc. [1227](#), [1246](#).

§ 17.1-294. Secure remote access to land records.

A. No circuit court clerk shall provide secure remote access to any land record that does not comply with the provisions of this section and the secure remote access standards developed by the Virginia Information Technologies Agency in consultation with the circuit court clerks, the Executive Secretary of the Supreme Court, the Compensation Board, and users of land and other court records.

B. 1. Beginning July 1, 2012, any land record made available to subscribers via secure remote access may contain only the last four digits of the social security number of any party. Nothing in this subsection shall be construed to require the clerk to reinsert the last four digits of a social security number on any land record where the redaction of the entire social security number has been completed prior to July 1, 2012.

2. However, the original land record maintained by the clerk may contain a social security number if otherwise provided by law, but that original record shall not be made available via secure remote access unless it complies with this section.

3. Except in cases where the original record is required by law to contain a social security number, the attorney or party who prepares or submits the land record for recordation has the responsibility for ensuring that the social security number has been removed from the writing prior to the instrument's being submitted for recordation.

C. Nothing in this section shall be construed to prohibit access to any original document as provided by law.

PART B – Code of Virginia

D. Nothing in this section shall be construed to permit any data accessed by secure remote access to be sold or posted on any other website or in any way redistributed to any third party, and the clerk, in his discretion, may deny secure remote access to ensure compliance with these provisions. However, the data accessed by secure remote access may be included in products or services provided to a third party of the subscriber provided that (i) such data is not made available to the general public and (ii) the subscriber maintains administrative, technical, and security safeguards to protect the confidentiality, integrity, and limited availability of the data.

E. The clerk of the circuit court of any jurisdiction shall be immune from suit arising from any acts or omissions relating to providing secure remote access to land records pursuant to this section unless the clerk was grossly negligent or engaged in willful misconduct.

(2007, cc. 548, 626; 2009, c. 312; 2011, c. 715; 2012, c. 234.)

§ 17.1-295. Definitions.

As used in this title:

"Confidential court records" means any civil or criminal record maintained by a clerk of the circuit court designated by this Code as confidential or any such record sealed pursuant to court order.

"Electronic filing of court records" means the networks or systems maintained by a clerk of the circuit court, or the clerk's designated application service providers, for the submittal of instruments for electronic filing of court records in accordance with this title, the Rules of the Supreme Court of Virginia, and the secure remote access standards developed by the Virginia Information Technologies Agency.

"Electronic recording of land records" means the networks or systems maintained by a clerk of the circuit court, or the clerk's designated application service providers, for the submittal of instruments for electronic filing of land records in accordance with the provisions of Article 3 (§ 55.1-346 et seq.) of Chapter 3 of Title 55.1 regarding the satisfaction of mortgages, the Uniform Real Property Electronic Recording Act (§ 55.1-661 et seq.), and the provisions of this title.

"Operational expenses" means expenses of the clerk of court used to maintain the clerk's office and includes, but is not limited to, (i) computer support, maintenance, enhancements, upgrades, and replacements and office automation and information technology equipment, including software and conversion services; (ii) preserving, maintaining, and enhancing court records, including, but not limited to, the costs of repairs, maintenance, consulting services, service contracts, redaction of social security numbers from certain records, and system replacements or upgrades; and (iii) improving public access to records maintained by the clerk, including locating technology in an offsite facility for such purposes or for implementation of a disaster recovery plan.

"Public access" means that the clerk of the circuit court has made available to subscribers that are other than governmental agencies, secure remote access to records maintained by the clerk in accordance with § 17.1-294.

PART B – Code of Virginia

"Secure remote access to court records" means public access by electronic means on a network or system to court records maintained by the clerk of the circuit court or the clerk's designated application service providers, in compliance with this title, the Rules of the Supreme Court of Virginia, and the secure remote access standards developed by the Virginia Information Technologies Agency.

"Secure remote access to land records" means public access by electronic means on a network or system to land records maintained by the clerk of the circuit court or the clerk's designated application service providers, in compliance with the Secure Remote Access Standards developed by the Virginia Information Technologies Agency.

"Subscriber" means any person who has entered into a subscriber agreement with the clerk of the circuit court authorizing the subscriber to have secure remote access to land records or secure remote access to court records maintained by the clerk or the clerk's designated application service providers. If the subscriber is an entity with more than one person who will use the network or system to access land records maintained by the clerk, or the clerk's designated application service providers, each individual user shall execute a subscriber agreement and obtain a separate "user id" and "password" from the clerk. The subscriber is responsible for the fees due under this title and the proper use of the secure remote access system pursuant to the subscriber agreement, applicable Virginia law, and Secure Remote Access Standards developed by the Virginia Information Technologies Agency.

2008, cc. 823, 833; 2013, cc. 77, 263, 422; 2017, cc. 78, 92.

Appendix

FY23 TTF Budget Request (Options 2-9 on the TTF Main Menu)

OPTION 2 – CERTIFICATION FOR SECURE REMOTE ACCESS TO LAND RECORDS

My office currently provides to public subscribers secure remote access to land records' images on a website or system owned and operated by my court or operated by a public or private agent. Enter YES or NO.

Date:

Officer Logon ID:

Officer Name:

OPTION 3 – CERTIFICATION FOR VITA SECURITY STANDARDS (If answer to Option 2 is YES)

CURRENTLY PROVIDING SRA TO LAND RECORDS.

Pursuant to §§ 17.1-279 D and 17.1-294 A, Code of Virginia, and in accordance with the security standards developed by VITA (ITRM Standard SEC503-02), effective March 28, 2005, and any subsequent revisions, I certify that:

- 1) My website or remote access system are in compliance and
- 2) Any proposed technology improvements to land records will accommodate SRA.

To concur with the above statement, enter YES or NO.

Date:

Officer Logon ID:

Officer Name:

OPTION 4 – ELECTION TO FY23 \$4 BUDGET REQUEST

FY23 \$4 Available Balance: _____

I elect to budget all or a portion of my \$4 available balance for technology expenses in FY23. Enter YES or NO.

Date:

Officer Logon ID:

Officer Name:

Appendix

FY23 TTF Budget Request, continued

OPTION 5 – FY23 \$4 BUDGET REQUEST FOR EQUIPMENT AND SERVICES

FY23 \$4 Available Balance: \$ _____

Vendor	Line Item Description	Description Code	Purpose Code	Total Cost
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$

Total FY23 \$4 Equipment and Services Requests: \$ _____

FY23 \$4 Remaining Balance: \$ _____

\$4 Description Codes

B = Back scanning / conversion services

E = Equipment (software & hardware)

MR = Maintenance of records management system

MS = Maintenance of SRA system

R = Redaction of social security numbers

O = Other

\$4 Purpose Codes

L = land records

N = areas of the court not related to land records

Appendix

FY23 TTF Budget Request, continued

OPTION 6 – CERTIFICATION FOR \$4 BUDGET REQUEST

I certify that the amount of my \$4 budget request for proposed automation and technology improvements are in compliance with § 17.1-279, Code of Virginia, and that I continue to provide secure remote access to land records' images.

I certify to the best of my knowledge and belief that the process utilized to procure any equipment or services for which payment will be made using funds requested herein is in conformance with the Virginia Public Procurement Act, 11-35 et.seq., Code of Virginia.

I have provided / will provide my local governing body with a copy of all documentation and justification supplied to the Compensation Board.

Date:

Officer Logon ID:

Officer Name:

Appendix

FY23 TTF Budget Request, continued

OPTION 7 - \$1 FUND BUDGET REQUEST FOR EQUIPMENT AND SERVICES

[illegible]

Total FY23 \$1 Fund Equipment and Services Requests: \$

\$1 Fund Description Codes

B = Back scanning / conversion services

E = Equipment (software & hardware)

MR = Maintenance of records management system

MS = Maintenance of SRA system

R = Redaction of social security numbers

\$1 Fund Purpose Codes

L = land records

Appendix

FY23 TTF Budget Request, continued

OPTION 8 – CERTIFICATION FOR \$1 FUND BUDGET REQUEST

I certify that the amount of my request from the \$1 Fund is based upon a shortfall of \$4 funds, that proposed automation and technology improvements are in compliance with § 17.1-279, Code of Virginia, and that I continue to provide secure remote access to land records' images.

I certify to the best of my knowledge and belief that the process utilized to procure any equipment or services for which payment will be made using funds requested herein is in conformance with the Virginia Public Procurement Act, 11-35 et.seq., Code of Virginia.

I have provided / will provide my local governing body with a copy of all documentation and justification supplied to the Compensation Board.

Date:

Officer Logon ID:

Officer Name:

OPTION 9 – SUBMIT FY23 TTF BUDGET REQUEST

I have completed and reviewed my request for \$4 and/or \$1 Fund TTF monies and herein submit my FY23 TTF budget request.

Date:

Officer Logon ID:

Officer Name:

END OF TTF BUDGET REQUEST

Instructions: Use Form 5 if you are making a request from \$4 money or the \$1 Fund for the redaction of social security numbers. All back-file redaction requests for existing images must include a **vendor quote**. Note that if the request for back-file or day-forward redaction represents a future period, it is acceptable for the number of images to be estimated based upon a reasonable review of historical annual activity. In the case where a vendor's quote would not be valid for future back-file or day-forward redaction services due to a time lapse in procuring the service, cost shall be based upon the most recent cost per image previously quoted by the vendor for such service. Where no previous quote or cost for such service exists, a current quote must be obtained. In signing and submitting this form, the Clerk agrees that expenses incurred for redaction services utilizing funding budgeted pursuant to this request will not exceed a maximum cost of 4 cents per image.

Form 5

FY23 TTF Redaction Request Form

Date: _____	FIPS: _____
Clerk's Name: _____	Locality: _____
Clerk's Signature: _____	Vendor: _____

Certified to Provide SRA:	YES	NO	Date SRA Provided: _____
----------------------------------	------------	-----------	---------------------------------

Back-File Historical	Purpose Code L					Purpose Code N
	Deeds / Deeds of Trust	Plats / Maps	Judgments / Liens	Financing Statements	Wills / Fiduciary	Marriage Licenses / Court Records
Images #						
Span of Years						
COST per Image						
Cost \$						

Total Images: _____		Total Cost: \$ _____			
Check (✓) all that apply					
Purchase from Vendor:	OCR Software + No Manual Review	OCR Software + 1 Manual Review	OCR Software + 2 Manual Reviews	Software purchase by Clerk	Accuracy Rate: _____ %
Manual Review:	ALL Images Reviewed	ONLY Flagged Images Reviewed	Manual Review by Vendor	Manual Review In-House	

Day Forward	Purpose Code L					Purpose Code N
	Deeds / Deeds of Trust	Plats / Maps	Judgments / Liens	Financing Statements	Wills / Fiduciary	Marriage Licenses / Court Records
Images #						
Span of Years						
COST per Image						
Cost \$						

Total Images: _____		Total Cost: \$ _____			
Check (✓) all that apply					
Purchase from Vendor:	OCR Software + No Manual Review	OCR Software + 1 Manual Review	OCR Software + 2 Manual Reviews	Software purchase by Clerk	Accuracy Rate: _____ %
Manual Review:	ALL Images Reviewed	ONLY Flagged Images Reviewed	Manual Review by Vendor	Manual Review In-House	

FY23 TTF Redaction Request:	\$4 Redaction Request <div style="font-size: 2em; font-weight: bold;">\$ +</div>	\$1 Fund Redaction Request <div style="font-size: 2em; font-weight: bold;">\$ =</div>	Backfile and Day-Forward <div style="font-size: 2em; font-weight: bold;">\$</div>
-----------------------------	---	--	---

Purpose Code L = Land records; **Purpose Code N** = Not Land Records; Areas of the Court not related to land records